
Non Union

Job Title:	Transportation Contract Administrator		
Job Opening Id:	39416	# Required:	1
Business Unit:	Public Works	Division:	Transportation
Location:	Thorold, ON	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	5	Salary Range:	\$ 74,780 - \$ 87,980
Post Date:	2024-07-09	Close Date:	2024-07-29

Serving a diverse urban and rural population of more than 430,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

This position is required to work both in person at the work site and remotely

Job Summary

Reporting to the Manager of Construction, the Transportation Contract Administrator is responsible for the administration of construction contracts for the Transportation Division including roads, bridges/culverts, traffic signals, and other roadway infrastructure, ensuring due diligence and compliance with capital project plans, project specifications, and regulatory, legislative, and environmental requirements.

Education

- Post-secondary diploma in Civil Engineering Technology or a related field.

Knowledge

- A minimum of 5 years directly related experience in supervision of construction of municipal roads, storm and sanitary sewers, water mains, and other roadway infrastructure.
- Certification with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist (CET) or be registered in an approved equivalent professional association.
- Knowledge of MS Office software applications, including Microsoft Project.
- Working knowledge of the Region's road design guidelines, Ontario Provincial Standards, MTO Geometric Design Standards, MTO Roadside Safety Manual, TAC Geometric Design Guidelines, Ontario Traffic Manual (Book 7 – Temporary Conditions) and all applicable legislation and regulations (e.g. Occupation Health & Safety Act, Highway Traffic Act, etc.), and applicable contract law.
- Knowledge of all phases of design and construction Environmental Assessments, coordination of land acquisition and utility relocation work.

Responsibilities

Administers construction contracts for the Transportation division, ensuring due diligence and compliance with capital project plans, project specifications, regulatory, legislative, and environmental requirements during construction.

- Coordinates projects and tasks with contractors, consultants and the public to administer and fully document all activities during transportation Capital Works Projects.
- Participates in environmental assessments, preliminary and detailed design phases to ensure contract constructability.
- Reviews consultant reports, drawings, and contract documents to ensure compliance with scope of work as defined in Terms of Reference.
- Assists in the prevention of construction claims, acting as on-site representative of the Corporation, documenting all activities, supervising contractors/consultants and ensuring issues are resolved.
- Responds to members of the public affected by the construction and ensures any issues are addressed.
- Coordinates the relocation of utilities in conflict with proposed Region works.

Performs financial administration activities, including preparation of contractor payment certificates and final payments to contractors.

- Negotiates credits and additional payments resulting from changes in scope of work to consulting and contractor assignments.
- Assists with the preparation of applications for various agency approvals.

Assists in developing project scope of work and assists Project Managers with Planning and Design Phases of projects.

- Evaluates proposals from engineering consultants for purposes of retaining them for engineering services, including Environmental Assessment Studies, Feasibility Studies, Preliminary and Detailed Design assignments.

Presents project-related information at internal and external meetings.

- Liaises with Regional staff and Local Municipality staff to assist with coordination of capital projects under Right of Way Management program.
- Assists with the organization of and participates in Public Information Centre meetings held in association with Environmental Assessment studies, etc.
- Effectively resolves general complaints as a regular part of the job with more difficult contacts occasionally.

Researches relevant transportation and capital works topics and prepares reports outlining findings.

- Researches third party funding opportunities and assists in the preparation of funding applications.
- Researches new engineering products and materials, and assists staff in the preparation of internal reports outlining findings.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Must possess and maintain a valid Class G driver's license.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

To view the full job description and requirements, visit our Careers page at www.niagararegion.ca - **Job Opening # 39416 and apply by July 29, 2024**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges....today! We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

